

# MY PROPOSAL CO.

Customised | Creative | Confidential

WE'RE HIRING  
MARKETING COORDINATOR



Continue to read for a full job  
description and details on how to apply.



## ABOUT US

My Romance Collective Pty Ltd is a customised, creative and confidential event planning service, specialising in luxury romantic events and experiences across Australia and overseas. Our original My Proposal Co. brand looks after high-end marriage proposals, with over 2,500 successful proposals under its belt. Our newly launched My Romance Co. brand creates extravagant and thoughtful romantic gifts and events, for special occasions like anniversaries and Valentine's Day.

We love to be innovative, creative and create unique ideas for our clients. Our VIP connections, extensive experience in the event industry and highly vetted team of professionals is what has allowed us to be one of the industry leaders in our space.

## OUR CULTURE



Our success is built on the passion, talent, and dedication of our incredible team. We foster a supportive culture where creativity and professionalism go hand in hand, where every team member is encouraged to grow, thrive, and truly shine in their role. As our company evolves, we grow together, celebrating wins, embracing new challenges, and always bringing heart to everything we do.

When you join our team, you will:

- Be apart of a relaxed, supportive, and high-performing team who genuinely love what they do
- Receive training and ongoing support to help you grow both professionally and personally
- Think creatively, share your ideas, and take initiative
- Work on heartwarming, one-of-a-kind events
- Enjoy a dynamic role with a variety of tasks
- Play a key role in shaping (and featuring in!) our social media presence
- Get your birthday off, our special gift to you



**sunrise**

BRI 28° 7:52

## THE ROLE

The Marketing Coordinator supports the day-to-day execution of marketing campaigns, content, and brand initiatives. Working closely with internal teams and creative partners, this role helps bring ideas to life across digital and social channels. It's a hands-on, fast-paced position for someone who's organised, creative, and loves turning ideas into polished, on-brand content.

## POSITION AVAILABLE

Marketing Coordinator

## JOB TYPE

Full time employment

## LOCATIONS

- Head office in Rouse Hill, Sydney NSW
- Storeroom in Lane Cove, Sydney NSW
- In some instances, travel in and around Sydney will be required for onsite event coordination and ad hoc tasks



## RESPONSIBILITIES

- Bringing marketing campaigns to life
- Helping create on-brand content
- Keeping content calendars organised and campaigns running smoothly
- Collaborating with internal teams to make great ideas happen
- Managing social media posting and engagement
- Tracking results and sharing insights
- Assisting with email marketing, CRM, and audience communications
- Updating website content and coordinating digital assets
- Website SEO work to improve google ranking
- Keeping marketing assets organised
- Jumping in wherever needed to keep the marketing engine humming
- Regularly appearing in social media content
- Attending industry and team events
- Supporting and assisting the event and sales teams
- Attend events for onsite coordination, if required
- General ad hoc tasks



## EXPERIENCE

- Previous office experience is required
- Previous experience within a professional environment
- Experienced in social media content and platforms (personal or professional)

## ESSENTIAL SKILLS

- Positive, can-do attitude
- Forward planning and strategic thinking
- Intermediate to advanced computer skills, including Microsoft Office and Canva, with the ability to learn new systems
- High attention to detail
- Ability to take instruction and adapt to change
- Fluency in English with strong professional communication skills, both written and verbal
- Confident and personable phone manner
- Organised and able to multitask
- Ability to work autonomously and within a team
- Experience in editing and creating social media content on a personal or professional level
- Creative mindset

## HOW TO APPLY

Email [tania@myromancecollective.com.au](mailto:tania@myromancecollective.com.au) by Friday 30 January 2026 with:

- A cover letter
- Your current resume



# THANKS FOR APPLYING

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We look forward to receiving  
your application!

GOOD LUCK!

*Tania & Gloria*